

**MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, September 26, 2016 – 4:00 p.m.
Lakeland Campus, LTB 1100**

Dr. Eileen Holden called the September 26, 2016 District Board of Trustees meeting to order at 4:00 p.m.

Members Present: Mr. Dan Dorrell, Mr. Rick Garcia, Mr. Greg Littleton, Ms. Teresa Martinez, Ms. Cindy Ross, and Mr. Mark Turner

Members Absent: Ms. Linda Pilkington

Student Spotlight: Felicity Ruiz, pursuing an AA degree, Lakeland campus

Foundation Special Recognitions – Ms. Tracy Porter

Ms. Porter acknowledged a donation from the Harvey T. Hall, Jr. Fund, within the GiveWell Community Foundation in the amount of \$250,000 for emergency scholarships to students who face unexpected financial hardships. Ms. Porter then introduced Mr. Terry Simmers, President/CEO, and Ms. Lori Martini, Chief Philanthropic Officer. Following the introduction, Mr. Simmers briefly addressed the Board, emphasizing the valuable role that the College plays within the community and sharing some of his memories of Harvey T. Hall, Jr.

Special Recognitions: Dr. Eileen Holden

None

Agenda:

Mr. Garcia moved, seconded by Mr. Turner, to approve the agenda for September 26, 2016. All members voted affirmatively.

Consent Agenda Items – Mr. Peter Elliott

- a. **Payroll Distribution for August 2016** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for August 2016** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for September** – Approved on consent agenda. Board action is required.
- d. **Personnel Actions for August 2016** – Approved on consent agenda. Board action is required.

Mr. Turner moved, seconded by Ms. Ross, to approve the consent agenda items for August 2016. All members voted affirmatively.

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board member on any item, the item should be identified and removed from the Consent agenda for separate action.

Approval of Board Minutes

Mr. Garcia moved, seconded by Ms. Martinez, to approve the August 22, 2016 Board minutes. All members voted affirmatively.

President's Report

- a. Dr. Holden briefed the Board on her presentation at the September 23 State Board of Education (SBE) meeting in Tampa. She presented a plan for improvement within the two performance areas of retention and completion of first-time-in-college (FTIC) students. She also noted that based on responses to a phone survey, the top three reasons why students choose not to reenroll are: loss of financial aid, transfer to another college or vocational school, and work. In addition, she shared that among FTIC students, 55% are attending full time. By the end of the first year, only 28% are attending full time. She further noted that overall, 77% of the College's students are attending part time, which is higher than the Florida College System average of 65%. She acknowledged that it is challenging for part time students, who have jobs and families, to complete their degrees within the three- to four-year timeline expected in the performance funding model. The College's various student success initiatives will help students stay on track and develop an education plan. Part of helping students to stay on track will be to have the Foundation assist with paying for courses when Financial Aid is lost. Finally, she noted that she will present at the SBE meeting in December to provide members with an update.
- b. Dr. Holden encouraged the Trustees to attend the Trustees Commission Annual meeting on November 2-3 in Lake Buena Vista.
- c. Dr. Holden distributed copies of the September/October 2016 issue of "What's Up?", which lists recent and current happenings at Polk State College.

Attorney's Report

Attorney Don Wilson had nothing to report, but thanked the Board members for the opportunity to serve and represent them. He also noted that it is the fortieth anniversary of his admission to the Florida Bar, and acknowledged that he has done work for the College throughout that entire period of time.

Business Services Action Items:

- a. **Polk State College Foundation Audit Presentation – Ms. Tracy Porter** – Ms. Porter introduced Mr. Mike Carter and Ms. Sonya Elliott from CliftonLarsonAllen. Mr. Carter then presented and reviewed the Polk State College Foundation audit, year ended December 31, 2015, for the Board's information. He then introduced Ms. Elliott to present highlights of the audit.

Mr. Dorrell moved, seconded by Ms. Martinez, to adopt the Polk State College Foundation Audit. All members voted affirmatively.

- b. **Polk State College Foundation Submission of the Tax Form 990 and IRS Response to Form 1023 – Ms. Tracy Porter** – The Polk State College Foundation made its annual tax return (form 990) available for Polk State College Board members' review.

Ms. Ross moved, seconded by Mr. Garcia, to adopt the Polk State College Foundation Submission of the Tax Form 990 and IRS Response to Form 1023. All members voted affirmatively.

Business Services Informational Items – Mr. Peter Elliott

- a. **Investment Interest Comparison for August 2016** – Mr. Elliott presented and reviewed the Investment Interest Comparison for August 2016 for the Board's information. No Board action required.
- b. **Budget Amendment Summary for August 2016** – Mr. Elliott presented and reviewed the Budget Amendment Summary for August 2016 for the Board's information. No Board action required.

- c. **Financial Statements for August 2016** – Mr. Elliott presented and reviewed the Financial Report for August 2016 for the Board’s information. No Board action required
- d. **Project Status Report, College-Wide for September 2016** – Mr. Elliott presented and reviewed the Project Status Report for September 2016 for the Board’s information. No Board action required.

Items Removed from the Consent Agenda

None

Academic and Student Services Action Items – Dr. Ken Ross

- a. **Textbook Affordability Report** – Dr. Ross presented and recommended approval of the Textbook Affordability Report, which details the textbook and instructional materials selection process for general education courses He noted to the Board that the College is required to submit this report by September 30 of each year, beginning in 2016, to the Chancellor of the Florida College System.

Mr. Dorrell moved, seconded by Mr. Garcia, to adopt the Textbook Affordability Report. All members voted affirmatively.

Academic & Student Services Informational Items – Dr. Kenneth Ross

None

Collegiate High School Report – Mr. Corey Barnes and Mr. Rick Jeffries

Mr. Barnes provided an update on the Polk State Lakeland Gateway to College Collegiate High School fall enrollment statistics and demographics. He stated that enrollment is the highest ever at 193 students, as compared to an enrollment of 143 students this same time last year. Mr. Barnes also shared demographic data, which highlighted the diversity of the students.

Mr. Jeffries followed with an update on the Polk State Lakeland Collegiate High School fall enrollment statistics and demographics. He stated that enrollment is high, 286 students, and noted the academic strengths of the incoming class. Dr. Holden noted that Mr. Jeffries will be taking a group of students to Washington, DC, in March.

First Reading Board Rules (No action required):

None

Second Reading Items (Final Approval):

- a. **Rule 4.01, Code of Conduct for Students and Student Organizations** – Dr. Holden presented on behalf of Mr. Reggie Webb and recommended approval of revised Board Rule 4.01, Code of Conduct for Students and Student Organizations. This Rule has been updated to reflect some minor verbiage changes as well as correct the titles of listed administrators.

Mr. Turner moved, seconded by Mr. Dorrell, to approve the revised Rule 4.01, Code of Conduct for Students and Student Organization. All members voted affirmatively.


- b. **Rule 4.06, Student Fees and Refunds** – Dr. Ken Ross presented and recommended approval of revised Board Rule 4.06, Student Fees and Refunds. He noted that the language has been changed to reflect the 2016 legislative changes to course fees.

Mr. Garcia moved, seconded by Ms. Martinez, to approve the revised Rule 4.06, Student Fees and Refunds. All members voted affirmatively.

Board Discussion:

Adjournment:

Having no further business, the meeting adjourned at 5:00 p.m.



Mr. Greg Littleton, DBOT Chair Date 10/24/16



Eileen Holden, Ed.D. Date 10/25/16
President